

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR NOVEMBER 6, 2023 MEETING
Approved on November 20, 2023**

Commissioners Present: Gordon Gebauer, Seth Jensen, George Lamphere, Mark Letorney, Mo Reilly

Commissioners Absent:

Also Present: Melissa Manka (Town Planner), Harmony Cism (Planning Assistant, Minute Clerk), Barb Peck, Maureen Wilcox, Lori Johnson, Greg Barrows

Meeting Began: 6:31pm

Amendments to Agenda:

Added Minutes of the October 18, 2023 WW Informational Meeting.

Minutes of the October 18, 2023 Wastewater Informational Meeting

G. Gebauer MOVED to approve the minutes as edited.

M. Reilly SECONDED the motion.

The motion passed 3-0.

Minutes of the October 23, 2023 Meeting

G. Lamphere MOVED to approve the minutes as edited.

M. Reilly SECONDED the motion.

The motion passed 4-0.

Citizens to be heard – *Items not on agenda*

None.

Community WW Project

- **Action Item List**

G. Lamphere has updated and shared the action item list. It will be updated again in the first week of December. Outreach Committee tasks have been completed.

- **Project Schedule**

M. Manka reported no revisions since the end of August. The Table of Contents and Specifications Manual have been received. These are the last pieces necessary to hold the 30% design meeting, which is scheduled for Thursday. This is a requirement of the DEC to move from one phase to the next. The next steps after the bond vote will be discussed. The project will potentially move into the 60% phase. After this week, the next update would potentially be much more involved and detailed. G. Lamphere will attend the 30% design meeting on Thurs. M. Manka and H. Delisle will attend, and Ron Rodjenski has been invited to attend.

- **November 1st Bond Vote Public Hearing**

G. Gebauer gave a great presentation. Opinions were heard from both sides. The meeting was informative and beneficial for everyone there.

- **Public comment**

None.

Vermont Community Development Program Grant Close Out

Many documents were included in the packet. The PC and Town planner discussed tasks needed to wrap up the existing grant. The Town should contract with someone to manage grants. A folder in the meeting packet contains all of the deliverables. These include the preferred conceptual plan, a draft survey, draft plat, 30% engineering, Lincoln Brown's visuals, and appraisals. The PC is still waiting for draft deeds to go with the draft subdivision plat. The Town Attorney is working on the draft deeds now. It is a requirement of the VDCP Grant to hold a public hearing. This needs to be a SB hearing as opposed to a PC hearing. The SB has been notified and asked to discuss potentially holding the hearing on November 30th. The Town Administrator has a draft warning. The last of the invoices will then be processed and the requisition submitted. Paperwork will need to be closed out before the end of January.

November 9th Selectboard Meeting

The upcoming SB meeting has 3 topics on the agenda that are of PC interest: Stone Shore Municipal Consulting for project coordination and grant management, bond vote results, and the VDCP Grant closeout public hearing. The PC has limited availability for this meeting, but M. Letorney will try to attend.

FY'23 Planning Commission Town Report

GL wrote up a draft Town Report. This will be edited and submitted by the end of the week.

PC Budget Organization & Omissions

Greg Barrows reported that he has asked the bookkeeper to move the contingency fund into a separate section of the budget. The reserve has been moved, but not the other Conservation Commission items. Greg has asked for the rest to be moved. Wastewater and Pigeon property items have been moved out of the general ledger. Greg will talk to the SB on Thursday about Wastewater having its own area of the budget. The special project reserve account will stay where it is. The annual special project funds will stay in the PC budget.

Correspondence

None.

2023 Work Plan

11/7/23: Bond Vote

11/9/23: SB meeting

11/20/23 PC meeting: Topics will include bond vote results, schedule updates, project schedule with A. Macrellis, 30% design update, and discuss and prep for the 1705 closeout public hearing.

11/30/23: SB meeting.

December: TBD. The PC will discuss the meeting schedule at their 11/20 meeting.

Executive Session

G. Lamphere MOVED to enter Executive Session at 7:18pm to discuss a personnel matter.

G. Gebauer SECONDED the motion.

The motion passed 5-0.

Adjourn:

G. Lamphere MOVED to exit Executive Session and adjourn at 8:31pm.

G. Gebauer SECONDED the motion.

The motion passed 5-0.

No actions were taken, no decisions made during Executive Session.

Meeting adjourned at **8:31pm**.